



**DATE:** September 25, 2002

**SESA ISSUANCE NO.:** 02-36

**SUBJECT:** Invitation to the National Training Conference for the Work Opportunity Tax Credit (WOTC) Program and the Welfare-to-Work Tax Credit (WtWTC)

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1. **Purpose:** To advise State Workforce Agency (SWA) Administrators of a four-day National Training Conference for the Work Opportunity Tax Credit (WOTC) Program and the Welfare-to-Work Tax Credit (WtWTC), being held in Orlando, Florida on October 28<sup>th</sup> – 31<sup>st</sup>, 2002.

2. **Background:** It is important for State WOTC/WtWTC coordinators and other key staff handling tax-credit related activities to receive training and technical assistance to keep them apprised of the recent reauthorizing legislation, program changes and new program materials, which include updates and clarifications to critical policy practices and certification processes. At this time, it is essential that both new and experienced state coordinators receive appropriate instruction in the following content areas:

- The Job Creation and Worker Assistance Act of 2002
- Review of the FY 2002 to 2003 Planning Guidance
- The EIMS, Tax Credit Reporting System (TCRS)
- Newly revised and updated reporting forms and instructions
- Information and Requirements of an Electronic Filing System for the IRS Form 8850
- The revised, third edition of ETA Handbook No. 408
- Integrating the Tax Credits' Program into State and Local Economic Development and One-Stops' Employer Service Programs and Initiatives

and other available information and tools aimed at streamlining the verification and processing systems to provide the employers and the targeted groups a better and timely customer service.

2. **Logistics:** The four-day, National Training Conference will be held in Orlando, Florida, October 28-31, 2002. All training sessions will be held at the Disney Contemporary Resort, 4600 North World Drive, Lake Buena Vista, Florida. All other necessary information can be found in the attached Draft Agenda and the Travel Information Flyer. Please note that the registration deadline is October 4<sup>th</sup>, 2002 and attendees will be responsible for their own per diem and travel expenses.

**3. Action Required:** State Administrators are encouraged to authorize the attendance and participation of the State WOTC/WtWTC coordinators and key staff. All hotel reservations must be made by October 6<sup>th</sup> and the registration form must be submitted to Carol Wargo at [cawargo@earthlink.net](mailto:cawargo@earthlink.net) or via fax to (614) 794-1916, by October 1<sup>st</sup>. In addition, we request that States provide the names of your participants either electronically to Marisol Lopez at [mlopez@doleta.gov](mailto:mlopez@doleta.gov) or via fax at (617) 565-1027, by October 1<sup>st</sup>.

**4. Inquiries:** Questions concerning this issuance should be directed to Marisol Lopez at (617) 565-2217.

Holly C. O'Brien  
Regional Director  
For Workforce Security

Attachments